



DATE: November 18, 2014

TO: Local Government Officials
City Clerk, Administrator or Manager
Superintendent of Schools
County Personnel Director or Auditor

FROM: State of Minnesota
Minnesota Management & Budget
Pay Equity Office

RE: **PAY EQUITY REPORT DUE JANUARY 31, 2015**

The Local Government Pay Equity Act, M.S. 471.991-471.999 and Minnesota Rules, Chapter 3920 requires local jurisdictions to submit a pay equity report to the State of Minnesota every three years. **Your next report is due January 31, 2015.** This report must show data in place as of December 31, 2014.

Pay Equity Software Instructions:

This document contains the information you will need to file your 2015 Pay Equity Report. To once again access the web-based software and submit your report, go to: <https://www.mmb.state.mn.us/PayEquity/>. At the log in screen, you may want to print the "Pay Equity Software Instructions" before starting. At this site you will be able to view or copy and edit your previous report(s). The links below provide more detailed information should you have questions.

Links to Other Resource Materials:

For questions about how to compile information for the report, go to: <http://www.mn.gov/mmb/images/instructions-payequityreport.pdf>

For an explanation of compliance requirements and to understand test results produced by the software, go to: <http://www.mn.gov/mmb/images/guidetounderstandpayequityreports.pdf>

If you do not have points for your jobs or need to review the State Job Match System, go to: <http://www.mn.gov/mmb/images/statejobmatch.pdf>

These materials and additional resources are also accessible by visiting our website at: http://www.mn.gov/mmb/employee-relations/compensation/laws/local_gov/local-gov-pay-equity/index.jsp

IMPORTANT NOTE: The deadline for submitting reports is January 31, 2015. Any reports received by Minnesota Management & Budget after that date will be found out of compliance. There are no provisions in the law for any up-front exceptions to the deadline.

When the review of your report is complete, you will receive a notice informing you whether your jurisdiction is “in compliance” or “out of compliance.” No penalties or other negative consequences will occur before you receive that notice.

Jurisdictions receiving an “out of compliance” notice will have an opportunity to make adjustments and come into compliance. However, any jurisdiction which does NOT come into compliance within the allotted time indicated on the out of compliance notice, will receive a second out of compliance notice and will be subject to a penalty. The penalty is a 5 percent reduction in state aid payments or \$100 per day, whichever is greater.

The resource materials warrant careful reading as they contain answers to many questions commonly asked about the program. After reading all the instructional materials, if you have questions, please send an email to pay.equity@state.mn.us. Due to the large number of emails, we ask for your patience. We will respond as soon as possible.

Thank you for your continued support and cooperation to comply with the 1984 Local Government Pay Equity Act.

Cyndee Gmach
Pay Equity Coordinator
pay.equity@state.mn.us
651-259-3623

Posting date:

Jurisdiction Name:

NOTICE

2015 Pay Equity Report

This jurisdiction is submitting a pay equity implementation report to Minnesota Management & Budget as required by the Local Government Pay Equity Act, Minnesota Statutes 471.991 to 471.999. The report must be submitted to the department by January 31, 2015.

The report is public data under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. That means that the report is available to anyone requesting this information.

This notice is being sent to all union representatives (if any) in this jurisdiction. In addition, this notice must remain posted in a prominent location for at least 90 days from the date the report was submitted.

For more information about this jurisdiction's pay equity program, or to request a copy of the implementation report, please contact:

(local contact person's name, address, telephone)

For more information about the state pay equity law, you may contact:

pay.equity@state.mn.us

Pay Equity Office
Minnesota Management & Budget
400 Centennial Office Building
658 Cedar Street
St. Paul, MN 55155